

ASSISTANT DIRECTOR POSITION DESCRIPTION

Position Title	Assistant Director, Policy and Strategy
Portfolio/Team	Policy and Strategy
Reports to	Director, Policy & Strategy
Location	The preferred location for this position is primarily office-based at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Remote may be considered for the right candidate. Travel to other parts of Australia may be required from time to time.
Positions that report to this role	Up to three
Pre-employment requirements	Working with Vulnerable People Clearance and Police Check

THE ORGANISATION

The Coalition of Peaks is a growing collective of more than 80 Aboriginal and Torres Strait Islander community-controlled peak organisations and members working in genuine partnership with Australian governments to implement the National Agreement on Closing the Gap.

Our work is ambitious, seeking to fundamentally reshape the way governments engage with Aboriginal and Torres Strait Islander people – shifting from top-down decision-making to formal partnerships, community-led design, and shared accountability.

At the heart of our work is the belief that Aboriginal and Torres Strait Islander people must be equal partners with government when deciding on policies and programs that affect their lives. The National Agreement sets out four Priority Reforms to drive this systemic change – embedding shared decision-making, strengthening the community-controlled sector, transforming government institutions, and improving access to culturally safe services.

The Coalition of Peaks Policy and Secretariat provides critical support, offering high-level strategic policy advice to our Members, driving communications and stakeholder engagement, and enabling strong coordination and accountability across all facets of the National Agreement's implementation.

This is a dynamic time to be part of the Coalition of Peaks Policy and Secretariat. We are supporting our Members to build something enduring – a new way of working that reflects the strength, leadership, and aspirations of our communities.

THE ROLE

The Policy and Strategy team leads policy reform agendas to develop legislation, policies, programs and practices to drive better outcomes for Aboriginal and Torres Strait Islander peoples in line with the National Agreement on Closing the Gap.

The Assistant Director, Policy and Strategy, will work closely with the Director, Policy and Strategy to manage a small team to deliver high-level, evidence-informed policy analysis and advice relating to the Coalition of Peaks' objectives. Within the Coalition of Peaks Secretariat, Assistant Directors collaborate closely with each other and with Directors as part of the leadership team, actively engaging with a diverse range of stakeholders including Coalition of Peaks Members and Australian governments.

KEY DUTIES

The main duties include, but are not limited to:

- Undertaking detailed policy analysis and development to provide high-quality, evidence-based policy advice and guidance to the Coalition of Peaks.
- Leading, writing and editing policy and research reports, submissions, internal and external briefings, presentations and/or media statements.
- Providing guidance to team members in developing policy, research and analysis deliverables.
- Providing high quality secretariat and policy support to enable the Coalition of Peaks to effectively participate in National Agreement on Closing the Gap governance structures including Joint Council and Partnership Working Group.
- Leading policy projects and initiatives to drive government implementation of the National Agreement on Closing the Gap and that Aboriginal and Torres Strait Islander peoples are prioritised in government policies, strategies and frameworks.
- Supporting the Lead Convenor, Deputy Lead Convenors and other Coalition of Peaks members to engage in high-level and strategic policy engagement and reform processes.
- Translating policy and research into accessible resources and information for Coalition of Peaks member services and key stakeholders.
- Establishing and maintaining ongoing relationships with key partners, stakeholders and Peaks Member Organisations.
- Managing and supervising team members to support the positive cohesion, management, and motivation of the team.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Performing other duties as requested, consistent with the position.

EXPECTED BEHAVIOURS

- Supporting the positive cohesion of the Policy and Secretariat Team.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.

- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Demonstrated high level of integrity, judgement and discretion.

SELECTION CRITERIA

- A minimum of five years of policy, research and/or advocacy experience.
- Highly developed cultural acumen, including a deep understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
- Demonstrated understanding of the National Agreement on Closing the Gap and its implementation.
- Demonstrated experience providing high quality, evidence-based, strategic policy advice and analysis to influence decision-making and/or drive policy reform.
- Demonstrated experience engaging with Aboriginal and Torres Strait Islander people, leaders and communities in a policy context.
- Demonstrated people management skills including the ability to manage a small team in a complex and changing environment.
- Demonstrated ability to establish and maintain effective and collaborative partnerships with senior leaders across both internal and external settings.
- Excellent written and verbal communication skills including being able to communicate complex information clearly and simply to a range of audiences.
- Demonstrated sound judgement in decision-making in complex policy environments.
- Demonstrated high level of integrity, personal drive, and the ability to work creatively and collaboratively as a team leader and member.

As an Aboriginal and Torres Strait Islander Community Controlled Organisation, the Coalition of Peaks is committed to growing and supporting the Aboriginal and Torres Strait Islander workforce in our sector.

We strongly encourage any Aboriginal and Torres Strait Islander people to apply for these roles, regardless of your previous experience.

The Coalition of Peaks values Aboriginal and Torres Strait Islander ways of being, doing and knowing as core skills to fulfill the duties and responsibilities of all positions in our organisation.